



JAY DARDENNE
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

CHARLES R. DAVIS
DEPUTY SECRETARY

DESIRÉE W. HONORÉ
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 2015-009

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, SPHR, IPMA-CP (RND)
Human Resources Director

SUBJECT: Revised PPM #19 – Work Hours and Work Schedules Policy

DATE: March 12, 2015

PPM #19, Work Hours and Work Schedules Policy, has been revised, effective March 12, 2015. Below is a recap of the revisions that were implemented:

- A. Removed provision for, and thus nullified, any Office-specific policies related to work hours and work schedules;
- B. Streamlined Policy section;
- C. Removed Purpose section;
- D. Restructured Definitions and Procedure sections into Core Office Hours and Work Hours and Work Schedules sections;
- E. Added separate subsections with new/expanded information for Positive Time Entry (24/7) Work Schedule, Meal Period/Lunch Break, and Breaks;
- F. Removed Responsibilities section;
- G. Revised Exceptions and Violations sections;
- H. Added Questions section.

The revised policy is attached for your convenience, and may also be accessed on OLG/DCRT's Channel Z at <http://www.crt.state.la.us/management-and-finance/human-resources/policies/index>.

Supervisors: Please make this available to employees that may not have email access.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

Attachment

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